

17 July 1973

STATINTL

TO: [REDACTED]

1. I agree with the statements in the excerpt from the Secretarial Task Force. The files problem and the duplication of records are by no means unique to OTR but common throughout the Agency. I am surprised and pleased to learn of the considerable interest and concern the girls have in OTR files and records disposition. However, to change and improve the file system and records handling they must have the interest and active support of the School and Staff Chiefs.

2. I had planned to designate, with the Office Chiefs approval, one person in each School and Staff as a records custodian. This person would handle all requests for retirement of records to or retrieval from the [REDACTED] Records Center. Even with a records custodian in each School and Staff, I feel that all clericals/secretaries would benefit from the Records Management Seminars on disposal and file procedures. It is not necessary for all to have the Forms Management Seminar.

3. From this Task Force excerpt, there appears to be a great need for providing assistance to the School and Staffs in setting up a good file system within their respective offices. I have discussed with [REDACTED] the possibility of having [REDACTED] work with each School and Staff to establish better files systems in OTR. I understand that Martha is also being considered for teaching the Files Procedures Seminar. These two duties in addition to assisting me in the administration of the Records and Forms Management Program for OTR would require her full-time efforts.

4. Attached is a list of duties I propose for a Records Management Program Assistant.



ADMINISTRATIVE - INTERNAL USE ONLY

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Duties for Records Management Program Assistant

1. Process all OTR Records Center service requests (Form 490). This requires frequent contact with the Agency Records Center and Archives.
2. Coordinate and process all OTR Records Retirement and Disposition actions (Forms 140 and 140a).
3. Assist in the administration of the Forms Management Program within OTR which includes the analysis, design, and coordination of forms. (OTR presently has 95 official forms.)
4. Assist in the review and approval of all OTR requests for safes and file equipment; monitor the requisition and use of all reproduction machines.
5. Assist in preparing the annual report of records volume and equipment inventory; also any special reports or surveys requested by the CIA Records Officer.
6. Conduct a continuing review and updating of the OTR Records Control Schedule to ensure that it reflects existing organization, files, and prompt disposition or retirement of records.
7. Conduct a complete revision and updating of the OTR Vital Materials Deposit Schedule including the elimination of all obsolete material presently held in Vital Materials storage, (128 cubic feet at [REDACTED]) STATINTL
8. Survey individual office file procedures and provide guidelines and assistance in establishing or converting to an efficient file system and records disposition schedule.
9. Conduct File Procedures Seminars for Agency employees to learn (1) the established standards for file procedures, equipment, and supplies; (2) how to review, convert, and operate a file system; and (3) how to improve the administration of office files and related procedures.

E. Survey of Files - Files seem to be a problem throughout OTR. There is a duplication of files, and materials are kept which could be destroyed or retired to Records Center. The clericals readily admit that they do not have the expertise and very often the authority to deal with the problem. It is recommended that the OTR Records Management Officer perform a records survey of each office in OTR offering guidelines and recommendations as to what materials can be destroyed or retired,

procedures for retirement of records, suggestions on ways to improve the filing system and eliminating duplicate files. The records management courses were good but could not, of course, get into specifics pertinent to each office and very few clericals attended from OTR. The courses did teach the methods of performing a records survey in an office which were geared to the RMO. Incorporated as part of this survey should be an inspection of vaulted areas and recommendations for better utilization of such areas with an emphasis toward eliminating unclassified materials.

STATINTL

[REDACTED]
We have not had any complaints concerning nonpayment of overtime.

Our records are not complete as far as individuals are concerned; however, I made a quick review as to what overtime payments have been made other than the regular overtime payments. We have no knowledge of circumstances under which overtime was performed; however, we can verify that:

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[REDACTED] in SIWA submits claims.

ISS personnel submit claims.

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[REDACTED] in OS/ALT has submitted claims.

[REDACTED] CT Staff has submitted claims.

One claim was submitted by [REDACTED] in Support School.

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[REDACTED] have submitted claims on occasion.

Overtime in the amount of \$46.74 was paid to person(s) in OS/STB for overtime in March 1973.

I know of no way clerical personnel can be denied either payment or compensatory leave if required to work overtime. Perhaps the person(s) who complained expected someone to tell them to claim overtime? I can't imagine a supervisor telling them they couldn't be paid.

Murphy

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ISS - [REDACTED]	7/12	R.W.
2	Room 1036, C of C		
3	C/155		
4	[REDACTED]	7/16	R.W.
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: Roger: Attached is an excerpt from the Task Force that [REDACTED] chaired. I'd appreciate your reaction and comment. I'd also be interested in whether you think OTR's clerical personnel ought to be enrolled in record courses. [REDACTED] STATINTL			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
EA/TR 1036 C of C			12 Jul 73
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